



Development Services

Scanning Requirements

Quality: All scans must be clear and easy to read. Any scan that is not clear and readable or does not meet the requirements listed below will be rejected and must be corrected and resubmitted at the customer's expense.

Resolution: 300 x 300 dots per inch.

Color: All scans should be black and white unless noted below.

Format:

Plan Sets/Drawings: Single Page TIFF files.

Supporting Documentation: Single or multi page TIFF files or multi page PDF files.

Pictures: PDF, TIFF, or JPG. Pictures can be scanned in color if the color needed. Color pictures should be JPG format.

File Size: In general all electronic files submitted to City of Tucson Development Services shall be less than 5MB in size. If a single page exceeds 5MB in size when scanned black and white at 300 dpi, exceptions may be made.

If a multi page supporting document exceeds 5MB in size, please split the document into multiple files so that the 5MB limit is met.

Orientation: All images must be correctly oriented and viewable without having to be rotated.

File Names: Files must be uniquely named. When naming the files, care should be taken to include both a brief description of the image, a page number and the extension (ex. .tif, .pdf).

Media: All files should be submitted on a CD or DVD. Submitted materials will be retained by City of Tucson Development Services.